

NHSA Board Meeting
Via Teleconference
March 4, 2009
2:00 pm – 3:15pm
Meeting Minutes

The meeting was called to order at 2:10 pm. All pertinent materials were posted to the Board Website in advance of the call. Ron Herndon, Chairman of the Board, opened the meeting with acceptance of the Agenda. After a motion by Sue Obermiller and second by Janis Santos, the agenda was accepted.

Directors Present:

Region I: Donna Harley, James Arruda, Janis Santos, James Houlares
Region II: Heather Martindale
Region III: Mary Gunning, Linda Moles
Region V: Johnnye Gibbs, Jan Herseth, Marietta Lamberson, Telleah Rodgers
Region VI: Mary Rose Cox, Ricky Pondexter
Region VII: Suzan Obermiller, Donna Veatch
Region VIII: Elaine Laird, Renee Olson, Linda Meredith
Region IX: Wassy Tesfa
Region X: Ron Herndon, Dean-Stephen Kaufman, Wendee Shuell
Region XII: Dennis DeMers, Jose Martinez

Directors Absent:

Region II: Philirine Smith, Ruth Neale
Region III: Denota Watson
Region VI: Terrence St. Julien, Jo Ann Williams
Region VIII: Lisa Volk
Region X: Rachel Tran Jimenez
Region XI: Danny Wells, Antonia Dobrec
Region XII: Martine Betancourth, Claudia Salazar

A Quorum was met with 24 board members present.

Also present:

Chris Montemayor (NHSA Budget/Finance Committee member), Edward T. Waters, Esq., and Zoe Beckerman, Esq., counsel from Feldesman Tucker Leifer, Fidell LLP. Also present on the call were Michael McGrady, Dariel Crenshaw and Gregg Powell of NHSA. Guest was Sue Gambaccini of Isaacson and Miller.

The floor was opened for adoption of the agenda. Johnnye Gibbs motioned to accept the agenda. It was seconded by Mary Rose Cox. The motion passed through voice vote. There were no objections or abstentions.

Ron also noted that the minutes from the January 2009 Board meeting were posted on the board website and sent via e-mail. The minutes are still being refined and will be voted on at the Board meeting in Orlando, Florida.

Ad Hoc Executive Director Search Committee:

Janis Santos introduced committee members: Suzan Obermiller, Dennis DeMers, Mary Gunning and Donna Veatch. Janis then noted for the benefit of new board members that a resolution was approved by the board on June 2008 to create an Executive Director Ad Hoc Search Committee. Janis summarized each point of the resolution, including composition, hiring a search firm, recommending an individual to the board, and reserving for the full board the final decision regarding the candidate for the Executive Director. Janis also reiterated the multi-month process for the ED search and reminded everyone about Isaacson Miller's (Sue Gambaccini) information gathering process in the fall. Janis then encouraged the board to review the meeting minutes from the fall meetings if anyone has questions. At the January 2009 board meeting, board members posed questions so Janis introduced Sue Gambaccini to address these questions.

Sue explained that she sent a memo to the Board summarizing actions to date and walked the board through it. She also reminded everyone of why it is standard practice for the search committee to present only one candidate to the board. It was explained at the September 08 Board Meeting that when you search at an Executive level, many of the best prospective candidates will either refuse to participate in the search process at all or, if they do submit resumes, will withdraw from consideration for confidentiality and privacy reasons if the Search Committee were to recommend more than one candidate to the full Board for its consideration. Typically, candidates are not willing to risk their present jobs by exposing themselves publicly as candidates for new positions. This is particularly true in a community like this where candidates know each other.

Sue also updated the board on the search to date and gave some statistics on where it currently stands: over the past five months, the Search Committee has met in person or through teleconferences approximately six times. In addition, Isaacson, Miller representatives and Janis Santos, the Search Committee Chair, communicate frequently by phone and email. The Search Committee has considered around eighty people who have been recommended and/or applied. Isaacson, Miller has interviewed about seventeen people in person or by videoconference. The results of those interviews were reported back to the Search Committee. The Search Committee then decided who they wanted to interview themselves. They selected eight people for in person interviews. The search committee met for three days interviewing these candidates. Following those interviews, the Search Committee made decisions on which candidates would become finalist candidates. Over the next few weeks, there will be extensive reference checking on the finalists and the Committee will meet again with the finalists to decide on which finalist will proceed forward for full board approval.

The Committee hopes to present the recommended candidate to the Board of Directors at the Monday, April 27th board meeting in Orlando. They hope that the recommended candidate will be able to make a presentation to the board, answer any questions, then leave the meeting so that the board can discuss and vote. If the board votes to approve, then NHSA would be in a position to introduce its new Executive Director at the Conference.

At the close of Sue's presentation, Wassy Tesfa stated that she now understood why only one candidate would be presented. Dean-Stephen Kauffman stated that this was the same procedure used for the University of Oregon and is common across the industry.

Dean-Stephen Kauffman motioned to accept the report of the Search Firm and Ad Hoc Committee. It was seconded by Mary Rose Cox. There was no discussion on the motion. The report was accepted by voice vote. No opposing votes or abstentions. Motion passed.

National Office Report:

Michael McGrady introduced Gregg Powell and Ted Waters for reports.

Membership (Gregg Powell)

Gregg reported that the Resource Development and Membership Services Committee has not met since the last board meeting in January. He noted that the most current membership report for February was e-mailed to the board and posted to the board's website and is current through mid-February. NHSA is 93% on target for program membership and memberships are still coming in. Gregg expects that we will exceed our target due to the half-price offer that went out last month.

Wendee Shuell asked if the "total number of members" in a particular state is "grantees." Gregg explained that programs define that. If a grantee has a Head Start and Early Head Start program and wants to combine it as one program, that's fine. However, the grantee must make that clear. Migrant programs are slightly different--the programs can be combined but they have to be reported separately so that each region can get their numbers in.

Gregg also reported that we are starting the process of converting to the new annual membership term as approved by the board at the January Board meeting. We are sending out renewal notices to those programs that paid before July 1, 2008 which will stay on the same membership year as they currently have. NHSA is converting the next group of memberships. Ron then complemented Gregg on his efforts and progress with membership.

February 26th ARRA Webinar (Ted Waters)

Ted reported that the free webinar, given by Michael, Ben, Zoe and Ted was a 'smashing success': there were 750 programs connected to the call; 850 registered. Ted stated that of the 750, he was told that many of them had groups listening in together so we reached many more people. The American Recovery and Reinvestment Act of 2009 (ARRA or stimulus) was covered. The

presenters educated about how it relates to Head Start and gave information including OMB guidance and the President's budget plan for 2009. They also covered issues that programs should be aware of as the stimulus funds roll out.

Dean-Stephen Kauffman asked if the webinar was recorded for subsequent use. Zoe responded that it was recorded and the link was sent over to NHSA. In addition, the slides from the webinar are available on the members-only section of the NHSA website.

Michael McGrady reports:

The activities at NHSA have increased tremendously due to educating about funding in the stimulus package. The phones have been ringing off the hook. We are receiving calls from vendors, potential attendees and others requesting additional information about the Stimulus Package.

Michael also provided a report on the Annual Conference. As of this date, we have 627 people registered for the conference. This is the largest number of registrants we have had at 56 days out from the conference since 2004. We are receiving many additional registrations via lockbox and fax. The room block is currently at 57%. We currently have 67 exhibitors registered for the conference. A large number of those exhibitors have agreed to be sponsors of a few events. We have one platinum sponsor, one gold sponsor and eight bronze sponsors. We have two sponsors who have agreed to provide in-kind services at the conference. One sponsor has agreed to provide a reception to the attendees at the conference. The NHSA website provides a listing of the training sessions and courses for the conference.

Jose Martinez asked about the transportation issue at the conference. Michael stated that he met with staff for ideas on transportation. Lori Burke will travel to Orlando for a site visit next week. She will renegotiate with the companies that previously submitted quotes. Lori will also check into the availability of the shuttle for the conference attendees and staff will determine the best course of action.

Michael also reported on the following NHSA activities:

NHSA is currently exploring a partnership with the Harvard Graduate School of Education. HGSE is interested in inviting mental health workers from the Head Start community to attend a one-week graduate course. NHSA is encouraging HGSE to provide college credit for this. Michael will provide more details as they become available.

Secondly, NHSA met with graduate school students from various colleges and universities here in the northeast. Based on the stimulus package and Head Start being mentioned prominently, they are interested in working and volunteering with non-profits such as Head Start throughout the country.

Wassy Tesfa asked for clarity on the Harvard proposal. Michael responded that HSGE is offering fifteen slots in a summer course for mental health workers from Head Start programs. We are

negotiating for those attendees to receive college credit instead of CEU credits. Mary Gunning asked if the target population was teachers. Michael clarified that the population would be mental health workers.

Marietta Lamberson asked if a program paid membership dues now, would that membership expire in June. Gregg Powell responded that the membership would actually expire June 2010. Therefore the program would receive a thirteen or fourteen month membership. For any program paying dues after July 1st, membership would expire at end of the month from which they paid a year later.

Wendee Shuell asked if the 15 slots at Harvard would be available regionally or nationally. Michael responded that the slots would be available to candidates nationwide.

Michael announced that the new NHSA website will up and active on Friday, March 13, 2009.

Ricky Pondexter moved to accept the report from the National Office. Marietta Lamberson seconded the motion. The report was accepted by voice vote. There were no abstentions or opposing votes.

COMMITTEE REPORTS:

Executive Committee:

There was no report or actions from the Executive Committee.

Budget and Finance Committee:

Jose Martinez stated that the Committee had a monthly conference call and reviewed the various financial reports. There were two action items which have been tabled: one was to move up the termination of the HeadsUp program as a cost saving measure. There were legal questions involving notice and obligations. He recommended that this action item be postponed until the Committee receives additional information from counsel. The other action item was related to reduction in the budget of the Annual conference. The amount recommended by staff (\$67,000) is going forward. There may be an additional cost that will offset of this reduction due to providing transportation from hotels to the convention center.

Chris Montemayor then gave the report for the Budget and Finance Committee. The NHSA statement of Revenue and Expenditures ending January 31, 2009 is an accumulation of seven months of expenses. The bottom line number is a surplus of \$176,000 for the Association. In that budget, the Government Affairs budget is at a deficit of about \$122,000. The total revenue to date is \$2,240,712. Part of this total is membership dues at \$1,200,000. Conference revenue is from the Parent Conference and the Leadership Institute. We will need to monitor the expenses a little closer.

Jose pointed out that while we have a surplus, we have a \$400,000 line of credit. Chris asked if we are paying down this line of credit as we received revenue from the Annual Conference. Michael verified that NHSA is paying off this line of credit. Chris further stated that the higher the line of credit, the higher the interest.

Michael reported that the New York Head Start Association is sending a check for \$20,000 to be donated to the Dollar per Child fund, which is a good start to remedying our low Dollar per Child donations.

Wendee Shuell asked about the date on the revenue report: December 2008. Chris reported that it is a typo. The report is actually for January 31, 2009. Jose stated that an updated report is forthcoming. It will soon be posted on the Board website.

Jose further commented that the Budget/Finance committee will be presenting recommendations to the Executive Committee regarding items from the recent audit report that merit attention.

Dean-Stephen Kauffman made a motion to accept the report of the Budget and finance Committee. It was seconded by Wendee Shuell. The report was accepted by voice vote. No opposing votes or abstentions.

Government Affairs Committee:

Dennis DeMers reported that the Government Affairs committee has been very busy. With the good work of all the Head Start community, we were successful in garnering the \$2.1 billion in the Stimulus. The leadership of NHSA, and the contracted legislative affairs team, have done a marvelous job in putting us in a position to move additional appropriations. He complemented the hard work of Ted and Zoe and explained their efforts have been widely received as competent, professional, and effective. Zoe thanked him and noted that it has been great working with the Head Start community and that it has been productive.

Mr. DeMers then motioned to accept the report of the committee. Motion seconded by Ricky Pondexter. The report was accepted by voice vote. No opposing votes or abstentions.

Governance/Nominating Committee:

Sue Obermiller reminded everyone that they had received the election procedures and deadline information at the January Board meeting. She also noted that the deadline is fast approaching: March 15th. The committee hopes to have a full slate of officers at that time. She advised everyone to review the procedures and consider whether you want to run for office. She needs candidates to submit a one-page résumé and a letter from your regional president verifying that you are a duly elected board representative for the 2009-2011 board term. They should be submitted to Sue by certified mail at the address listed in the election procedures. She is hopeful that there will be two candidates in all of the slates for officers. If there are not, the Governance/Nominating Committee

will recruit to ensure a full slate of candidates. Prior to the board meeting in April, the committee will get candidate résumés out to all board members. This will give the board a chance to review the candidates before the election that will occur at the April 27th board meeting.

Jose Martinez motioned to accept the report of the committee. Motion seconded by Jim Houlares. The report was accepted by voice vote. No opposing votes or abstentions.

Resource Development and Membership Services:

Donna Veatch reported that the committee has a new chair, Lisa Volk, parent representative from region VIII. Donna gave the committee report in her absence. The committee has not met since the January board meeting but noted the earlier report from Gregg Powell. She stated that the RDMS committee will be working with NHSA in regards to conference sites and the RFP process for future locations for events. They will have more information to share as that work progresses. She further noted that this is first time that this work has been designated out to a committee. The committee is looking forward to working with NHSA on upcoming events.

Elaine Laird motioned to accept the report of Resource Development and Membership Committee. It was seconded by Jim Houlares. There was no discussion on the motion. Report was accepted by voice vote. No opposing votes or abstentions.

Research and Evaluation Committee:

Janis Santos reported that the Research and Evaluation Department presented during the Economic Recovery /ARRA webinar last Thursday. They were recently interviewed on a Parent's Perspective radio program, a national program. Ben is also representing NHSA at meetings with coalition partners such as the Children's Leadership Council. The department has analyzed the impact of the \$2.1 billion in new funding in the economic recovery package; drafted annual training conference invitations to Members of Congress; prepared the conference final mailer and content for e-blast marketing; finalized speaker schedules for the annual conference and developed on-site presenter management spreadsheets; created databases for conference surveys; prepared documents for the conference program book. The R&E department is also developing a diversity focus forum to include information on Head Start's unique populations. They recently developed a call for presentations for the Annual Parent Training Conference which should be in circulation this week. The department provided assistance and technical data to NHSA members and the public at large. Janis thanked Ben Allen and Angela Smith for all of their work.

Marietta Lamberson motioned to accept the report of the Research and Evaluation Committee. It was seconded by Jim Houlares. There was no discussion on the motion. Report was accepted by voice vote. No opposing votes or abstentions.

Other business: Wendee Shuell mentioned Region X's upcoming Spring Conference. Region X had sent out an invitation to the Office of Head Start and a representative is unable to come. She

asked for ideas or suggestions from the board on possible keynote speakers. Ron stated that he sent her an e-mail of a possible candidate.

Hearing no further business, motion was requested to adjourn. Linda Moles entered a motion to adjourn. Motion passed on voice vote. Ron Herndon adjourned the meeting at 3:15 pm.

DRAFT